



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 4/19/2013

JOB TITLE: Credit Officer III (2 positions)

SALARY: (R12)

DIVISION: Multifamily Programs and Credit

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Market, evaluate and process multifamily rental housing loans; assist the applicant in applying for additional funds from other potential sources, i.e. LIHTC (Low Income Housing Tax Credits), Balanced Housing, Home Funds, CDBG, etc. Initiate contact with developers, municipal housing officials and lenders to determine their needs related to multifamily rental housing loans. Perform financial analyses of mortgage applications and develop financial feasibility strategies using financial analysis tools which maximize the number of alternative solutions available for project financing. Plan, direct and work with the applicant to evaluate the design of the project, the development cost and the risk factors; correlate population, housing, market and economic data; ensure all financial feasibility analysis documents are current and accurate; review appraisals and market studies; assist and guide prospective investors-developers and their teams; manage assigned projects, including Special Needs and CDBG projects, and make recommendations; teach, mentor and oversee the work of other Credit Officers as required; ensure accuracy and timeliness of written work and readiness of applications for review by Director and Assistant Director. Prepare and review evaluative reports and feasibility analyses, recommending construction and/or permanent mortgage loans for consideration and adoption by the HMFA Board.

MINIMUM REQUIREMENTS

EDUCATION/EXPERIENCE:

Four (4) year degree; eight (8) years of relevant experience; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

SKILLS:

Knowledge of federal and state laws affecting multifamily construction; ability to interpret information and make appropriate recommendations; ability to perform financial calculations related to real estate transactions, must have strong computer skills and the ability to establish effective working relationships with HMFA employees and the general public.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL hrjobs@njhmfa.state.nj.us

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.